

**ASSISTANT BUREAU CHIEF
DEPARTMENT OF JUSTICE**



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

**DEPARTMENTAL PROMOTIONAL
STATEWIDE**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

January 18, 2013- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.jobs.ca.gov). Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$8401- \$9875

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the Department of Justice, performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II.

OR

Two years of experience in the Department of Justice performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I.

OR II

Experience: Five years of supervisory experience in a law enforcement agency. At least two years must have been in a supervisory position which included administrative responsibilities, such as budgeting, management analysis, personnel, statistical analysis or research in an identification, criminal statistics, narcotic enforcement, investigations or technical services program area. (Experience in California state service applied toward this requirement must include at least one year performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator II or two years performing law enforcement related duties in a line or staff capacity comparable in level to those of a Department of Justice Administrator I. (Possession of a graduate degree in public administration, business administration, law, political science or related areas may be substituted for one year of required experience.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS

“Duties comparable in level of responsibility” – the applicant must have State civil service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

“Equivalent to graduation from college” - satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college)

**POSITION
DESCRIPTION**

Positions typically plan, organize, direct and administer the work of professional staff such as Special Agents and Justice Administrators engaged in performing complex duties in major program areas of the Division of Law Enforcement (DLE). This level is responsible for assisting a Bureau Chief, DLE, Department of Justice (DOJ), in the planning, organization, direction and administration of a major program area of the DOJ. Incumbents are involved in a wide range of administrative and managerial duties of program implementation, such as the review of major projects within the Bureau, formulation of Bureau training programs, representing the Department before the general public and other law enforcement agencies, and acting for the Bureau Chief in his/her absence. Incumbents may be ordered by the attorney general to assume responsibility for direction of local law enforcement activities in the event of a regional or statewide emergency.

**CITIZENSHIP
REQUIREMENT**

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

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| FELONY DISQUALIFICATION | Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes. |
| FIREARM CONVICTION DISQUALIFICATION | Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications. |
| FIREARMS REQUIREMENT | Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes. |
| BACKGROUND INVESTIGATION | Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. |
| MEDICAL REQUIREMENT | Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. |
| PSYCHOLOGICAL REQUIREMENT | Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications. |
| TRAINING REQUIREMENT | Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in these classifications. |
| SPECIAL PERSONAL CHARACTERISTICS | Demonstrated ability to act independently; flexibility; tact. |
| ADDITIONAL REQUIREMENTS | Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment. |

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**EXAMINATION
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview (QAP). As part of the QAP, you will be required to make a 15 minute oral presentation to the interview panel. Prior to their exam, information regarding the oral presentation will be mailed to all candidates along with their notification letter indicating the date, time, and location to appear. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the presentation/interview.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Policies, procedures, and programs of the Department of Justice and enforcement and investigation.
2. The criminal justice system and law enforcement related governmental functions and organization.
3. Personnel procedures to plan and ensure personnel actions are in compliance with departmental procedures and policies, as well as State laws and regulations as enforced by the Department of Human Resources.
4. Manager's role in the Equal Employment Opportunity and the processes available to meet equal employment opportunity objectives.
5. Departmental budgeting and monitoring processes to ensure the appropriate development and monitoring of program, project, and/or work unit budget administration and reporting.
6. Policies, procedures, and programs of the Department of Justice in such areas as criminal identification, criminal intelligence, local agency liaison.
7. Research and statistics used to analyze the impact and effectiveness of programs, policies, and/or procedures to provide quantitative data documenting the status of the programs, policies, and/or procedures.
8. The budget change proposal process (BCP) to make desired changes to program or division budget.
9. The legislative process (ie: how a bill becomes a law).

ABILITY TO:

1. Administer and manage law enforcement personnel within the Department of Justice.
2. Build effective working relationships with members of all levels of an organization or unit in order to ensure teamwork is completed in an efficient manner.
3. Think clearly and quickly, analyze information and materials, and formulate conclusions based upon prescribed policies and procedures.
4. Develop and install new administrative methods and procedures.
5. Think clearly and quickly, analyze information and materials, and formulate conclusions based upon prescribed policies and procedures.
6. Communicate information and ideas orally in a clear voice using appropriate tone, volume, vocabulary, grammar, speed, and non-verbal cues so others will understand.
7. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary, and grammar so others will understand.
8. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
9. Analyze and evaluate complex administrative problems.

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EXAMINATION
INFORMATION (cont.)

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- 10. Listen to and understand information and ideas presented through spoken words and sentences, including recognition of non-verbal cues.
 - 11. Appear before public and private groups to explain departmental objectives, programs and fiscal and general administrative matters and secure the cooperation and assistance of such groups.
 - 12. Read and understand State statutes, laws, proposed legislation, and regulations in order to interpret, explain, and apply.

VETERANS
PREFERENCE CREDITS/
CAREER CREDITS

Veteran's preference credits or Career credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov) California Department of Human Resources website at (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039